The one-hundred-forty-seventh (147th) meeting of the Saint John Senate was held at 4:00 p.m. on Wednesday, 22 February 2006, in Room 206 of Oland Hall. Dr. Kathryn Hamer was in the chair, and the following members were present:

<table>
<thead>
<tr>
<th>K. Bonner</th>
<th>M. Kabir</th>
</tr>
</thead>
<tbody>
<tr>
<td>L. Both</td>
<td>M. Kamel</td>
</tr>
<tr>
<td>T. Buckley</td>
<td>D. Lindsay</td>
</tr>
<tr>
<td>R. Clark</td>
<td>N. Logue</td>
</tr>
<tr>
<td>G. Davies</td>
<td>M. López</td>
</tr>
<tr>
<td>S. DeVarenne (Secretary)</td>
<td>R. MacKinnnon</td>
</tr>
<tr>
<td>L. Garey</td>
<td>D. MacLatchy</td>
</tr>
<tr>
<td>T. Goud</td>
<td>M. Mendelson</td>
</tr>
<tr>
<td>J. Hamer</td>
<td>S. Rinehart</td>
</tr>
<tr>
<td>R. Humphries</td>
<td>C. Ryan</td>
</tr>
<tr>
<td>C. Hurley</td>
<td>A. Wilson</td>
</tr>
<tr>
<td>M. Jones</td>
<td></td>
</tr>
</tbody>
</table>

Also Present:

- D. Downes (Minute 10.)
- D. Flagel (Minute 9.)
- S. Strople (University Secretary)
- K. Waugh (Minute 8.)

Unable to Attend:

<table>
<thead>
<tr>
<th>T. Alderson</th>
<th>G. Kealey</th>
</tr>
</thead>
<tbody>
<tr>
<td>P. Beamish</td>
<td>A-M. McGrath</td>
</tr>
<tr>
<td>A. Belcastro</td>
<td>J. McLaughlin</td>
</tr>
<tr>
<td>P. Cavaliere</td>
<td>D. Murray</td>
</tr>
<tr>
<td>J. Christie</td>
<td>D. Shalala</td>
</tr>
<tr>
<td>J. Frooman</td>
<td></td>
</tr>
</tbody>
</table>
ATTACHMENTS TO THE OFFICIAL COPY OF THE MINUTES

Materials which were before the members, and which are not attached as an Appendix to the circulated minutes, are listed below and are attached to the Official Copy of the Minutes in the Saint John Senate Office. Other attachments to the Official Copy of the Agenda are as indicated in the Minutes.

<table>
<thead>
<tr>
<th>Minute</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Announcements</td>
<td>14</td>
</tr>
<tr>
<td>3.1.</td>
<td>Restrictions on Student Voting on Certain Matters in Senate, Senate Committees, and Faculty Councils – Letter from University Solicitor</td>
<td>16</td>
</tr>
<tr>
<td>16.</td>
<td>Presentation on Status of Student Retention (PowerPoint Presentation)</td>
<td>17</td>
</tr>
</tbody>
</table>
1. **Announcements (handed out)**
   
   **1.1 Announcements by the Chair**
   
   **1.1.1** Jeff Frooman, Greg Kealey, John McLaughlin, and Dave Shalala have sent regrets as they are unable to attend today’s meeting.
   
   **1.1.2** Nancy Waugh, Administrative Assistant in the Vice-President’s Office, will be retiring this Spring. In honour of her more than 25 years with UNB Saint John, the Vice-President’s Office will be hosting a retirement reception at 11:30am on Thursday, 23 February 2006 in the Study Lounge of the Ward Chipman Library Building.
   
   **1.1.3** BBA Co-Op Students participated in the Atlantic Baptist International Case Competition in Moncton on Friday, February 17. The Team of Adam Dickinson (Economics Major from Saint John), Fayaz Haq (Human Resources Major from Dubai), and Minjie Wu (Economics Major from China) were awarded the Silver Medal.
   
   **1.1.4** The Collective Agreement between the University and the AUNBT was signed on Monday, 20 February 2006. K. Hamer expressed pleasure that the two groups were able to reach agreement.
   
   **1.1.5** The Vice-President provided Senate with a brief update on the status of the budget process, noting that she is sensitive to the pressure that has been felt throughout the campus during this difficult process. She will be working with the Deans to prepare the campus budget for presentation to the Board Finance Committee in mid-March and to the Board of Governors in April.
   
   M. Kamel noted comments attributed to C. Callbeck in the 22 February 2006 edition of the *Baron*. K. Hamer declined to comment as she had not yet had the opportunity to read the article.
   
   K. Hamer noted that other announcements were circulated as a handout for Senate’s information.

2. **Approval of Agenda and Minutes of 18 January 2006** (circulated with agenda)

   K. Hamer noted that “Restrictions on Student Voting on Certain Matters in Senate, Senate Committees and Faculty Councils” should be added under Matters Arising from the Minutes, as item 3.1.

   M. Kamel noted a correction to the Minutes of 18 January 2006. In Motion 8, 1 on page 5 of the Minutes, BIOL 1105 should be noted as formerly BIOL 1012 and BIOL 1205 should be noted as formerly BIOL 1001.

   C. Hurley suggested that Senate’s consideration of Item 10, Report of the Senate Curriculum Committee, be deferred to the 29 March 2006 Senate Meeting to allow Senators sufficient time to review the material which was circulated by e-mail on Monday, 20 February. K. Hamer noted that the proposal for revisions to the Bachelor of Information Sciences degree program was available with the Report of the Academic Policy and Procedures Committee as part of the agenda package circulated the previous week. She suggested that Senate consider this item from the Curriculum Report. Senate accepted the suggestion that the agenda be amended to defer consideration of the Report of the Senate Curriculum Committee with the exception of the proposed revisions to the Bachelor of Information Sciences degree program.

   **MOTION 2, 1**

   Ryan/Rinehar “That Senate approve the agenda, as amended and the Minutes of 18 January 2006, as amended.”

   **CARRIED**
3. **Matters Arising from the Minutes**

3.1. **Restrictions on Student Voting on Certain Matters in Senate, Senate Committees and Faculty Councils** (circulated by e-mail and handed out)

K. Hamer reminded Senators that this issue was highlighted as part of the Activities of Fredericton Senate at the January 18, 2006 meeting of the Saint John Senate. At that time, the University Secretary indicated he would be consulting with the University Solicitor on the matter. She noted that copies of the letter from the University Solicitor were available as a handout and that an overview of the relevant section of the *Act* and the issue, prepared by Richard Scott, was circulated by e-mail.

S. Strople outlined the issue for Senate’s consideration and direction. He noted that this issue was brought to the Fredericton Senate as a student initiative. The original recommendation from the students was for Senate to approve a change in practice that would allow students to be full voting members on Senates, Senate Committees and Faculty Councils. During discussion, members of the Fredericton Senate noted that provisions made in section 74 (6) of the *University of New Brunswick Act* have been interpreted to mean such restrictions should be placed on Student appointments to these bodies. S. Strople quoted an excerpt of this section as follows:

“…a student …shall not be a member of any such body for any purpose in relation to the determination of examination results and the award of degrees, certificates and diplomas in course.”

The Fredericton Senate proposed repeal of this section of the *Act*. The provisions for student participation in governance were first laid out in 1968 and this restriction was a compromise that fit with what was happening at that time. The Fredericton Senate passed a motion to repeal this small section of the *Act* at its 17 January meeting. The University Secretary then consulted with the University Solicitor who has advised that the Saint John Senate should be provided an opportunity to express its will on repealing this portion of the *Act*.

S. Strople indicated that this section of the *Act* also has been interpreted to mean, in practice, that students are not involved in voting on Appeals. He noted the inconsistency of this provision in that no such restrictions are placed on student members of the Board of Governors.

T. Goud noted that he could not see why students need to be involved in determining examination results and the like. K. Bonner asked why they would not be treated as full members of Senate and its Committees, noting that recognition as full members would encourage quality participation by students.

In response to questions, it was noted that behaviour with regard to conflict of interest would apply to Student Senators in the same way it applies to any other Senator. For example, a student receiving a degree would abstain from voting on the Graduation List.

R. MacKinnon asked about the urgency of this item, noting that it was circulated by e-mail on Monday, 20 February. Student Senator J. Hamer indicated that she had tried to contact Student Senators from the Fredericton campus, but had not had sufficient time to do so. It was suggested that this item be deferred to allow J. Hamer time to contact the Fredericton Students who put forward the proposal. Senate accepted this suggestion.

4. **Question Period**

There were no written questions and no questions from the floor.

5. **Activities of the Fredericton Senate**

K. Hamer noted that the Fredericton Senate has not met since 17 January 2006 and that it has already reported on the activities of this meeting. The next meeting of the Fredericton Senate will be Tuesday, 28 February 2006.
6. **Certificate and Diploma Candidates** (circulated with agenda)

T. Buckley presented the list of certificate and diploma candidates as circulated with the agenda.

**MOTION 6, 1**

Buckley/ Rinehart  
“That Senate approve the list of certificate candidates in Business Administration, Level II and Human Resource Management, as presented.”

CARRIED

7. **Harrison McCain Awards** (circulated with agenda)

G. Davies presented the Harrison McCain Awards, referring to the information circulated with the agenda. These awards are intended to provide an incentive to outstanding new or young faculty to join or remain at UNB and to attract visiting faculty to the University on short-term appointments. These appointments would enrich course offerings and strengthen research programs. In addition, there will be an opportunity for UNB to send its own faculty on visiting assignments deemed to be of long-term value to the individual and the institution.

The Harrison McCain foundation has generously committed $200,000 a year for a period of five years in support of these awards, for a total contribution of $1 million.

G. Davies highlighted the details of the Harrison McCain Young Scholars Awards, and the Harrison McCain Visiting Professorships and Visitorships.

In response to questions, she indicated that the funding has been provided for five years. At this time, no commitment has been made to renew the funding beyond that period.

Members of Senate also asked how these awards would be promoted outside the UNB Community. A number of suggestions were made, including active pursuit of nominations by departments and possible use of external advertising.

**MOTION 7, 1**

Davies/Mendelson  
“That Senate approve the establishment of the Harrison McCain Young Scholars Awards and the Harrison McCain Visiting Professorships and Visitorships, as presented.”

CARRIED

8. **Report of the Undergraduate Scholarships Committee** (circulated with agenda)

K. Waugh presented the report of the Undergraduate Scholarships Committee, referring to the information circulated with the agenda.

**MOTION 8, 1**

Rinehart/Ryan  
“That Senate approve new awards and modifications to awards open to students on the Saint John campus and on both campuses, as presented.”

CARRIED

9. **Research Ethics Board** (circulated with agenda)

D. Flagel, Chair of the Research Ethics Board on the Saint John campus, presented the Board’s annual report to Senate. A copy of the report and recommendation for appointments to the Research Ethics Board were circulated with the agenda.
9. **Research Ethics Board** (cont’d)

9.1. **Annual Report to Senate**

He noted two corrections to the report. On page 2, the membership noted is for 2005 rather than 2004 and on page 3, the total number of meetings held over the course of the year was seven.

D. Flagel reminded Senators that the annual report to Senate is required by the *University Policy on Research Involving Humans*. He highlighted the activities of the Board, noting that a total of thirty-two applications were reviewed in 2005. The majority of these applications received expedited review and posed minimal risk.

Referring to comments on page 4 of the Report, D. Flagel noted that the issue of ethics review and its application to qualitative forms of research continues to be a source of some controversy among members of the research community.

9.2. **Appointments to the Research Ethics Board**

Section 3.3 of the *University Policy on Research Involving Humans* states, “The Chair and Members of each Research Ethics Board (REB) shall be appointed by the Board of Governors upon the recommendation of the Vice-President Research and the appropriate Senate.” In compliance with this, D. Flagel proposed the appointment of Trudy Hahn (Nursing) and Lee Chalmers (Social Science). As indicated in the information circulated with the agenda, G. Kealey, Vice-President Research, supports this recommendation.

**MOTION 9, 1**

Davies/MacKinnon

“That Senate recommend to the Board of Governors the appointments of Trudy Hahn (Nursing) and Lee Chalmers (Social Science), each for a three-year term, with effect from March 1, 2006 through February 28, 2009.”

CARRIED

10. **Report of the Senate Curriculum Committee** (circulated by e-mail)

As indicated during approval of the agenda, Senate deferred consideration of the Report of the Senate Curriculum Committee to the 29 March 2006 Senate meeting, with the exception of the proposed program changes to the Bachelor of Information Sciences (BISc).

D. Downes, Chair of the Senate Curriculum Committee, presented the proposed changes to the BISc.

**MOTION 10, 1**

MacLatchy/Kamel

“That Senate approve the proposed program changes to the Bachelor of Information Sciences (formerly Bachelor of Data Analysis), as presented.”

CARRIED, as amended.

K. Hamer noted that the Academic Planning & Resources Committee also would be recommending approval of the proposed revisions to the Bachelor of Information Sciences as part of its report in Item 14.

C. Hurley noted that the program includes BA 1501 as a required course, indicating that this is not a core course for the Business Faculty and that there is no guarantee it will be offered every year. D. MacLatchy indicated that the program should be amended to allow BA 1501 to be replaced by one of the selected Arts courses in the event that the course is not available.

D. Lindsay suggested that, in future, both name changes for programs and major revisions to the program structure be submitted to Senate at the same time.

**CARRIED**, as amended.

M. Kamel asked when this program would be submitted for MPHEC approval. It was noted that the proposal would have to be approved by the Board of Governors before being submitted to MPHEC. The recommendation for approval will be included in Senates’ Business at the 13 April 2006 Board meeting.

T. Buckley presented the report of the Academic Policy & Procedures Committee, referring to the information circulated with the agenda.

11.1. **Enhanced Exam Security**

The Committee received an update that T. Buckley and D. Hinton will be polling Registrar’s from across Canada for best practices with respect to examinations and examination security.

11.2. **Revised Calendar of Academic Dates**

T. Buckley presented the proposed Calendar of Academic Dates for 2006-2007. In response to questions, it was noted that the Committee discussed a reading day during November. However, student members of the Committee indicated a preference for two reading days at the end of the term. The schedule must include sufficient teaching days to meet accreditation requirements. In addition, S. Strople noted that the Remembrance Day Holiday is a provision within the Collective Agreement and is not within Senate’s powers to change.

**MOTION 11, 1**  
Rinehart/MacKinnon  
“That Senate approve the Proposed Calendar of Academic Dates for 2006-2007, as amended to have the first day of examinations in the Fall Term 2006 be Thursday, December 7 and the last date for final examinations in the Fall Term 2006 be Tuesday, December 19 with Tuesday and Wednesday, December 5 and 6 designated as Reading Days.”

T. Goud indicated that he was unhappy with the late withdrawal date, but noted that it has been set as provided for in the regulations. He also indicated his opposition to the length of time allowed at the beginning of the term for students to add courses. K. Hamer acknowledged T. Goud’s comments, but suggested that Senate focus on approval of the Calendar of Academic Dates under the current regulations. She noted that the Senates already have spent some three years debating the late withdrawal date and that the current regulation was a compromise agreed to by both Senates.

C. Hurley noted that the timing of the mid-term break seems late and questioned whether this practice should be continued in the future. In response, it was noted that the practice of scheduling this break to coincide with the school break was part of the agreement when the Education program became part of the University curriculum. In addition, the practice was felt to be supportive of mature students.

On a positive note, S. Rinehart indicated she was happy to see the start date for the Winter Term set as January 8.

**CARRIED**

11.3. **Revised Regulations**

11.3.1. **Course Outlines and Plagiarism**

Senate considered the proposed revisions to the academic regulations on Examination, Standing and Promotion. These revisions standardize the provision of a course syllabus, which, in addition to incorporating existing requirements for written notification of the basis for calculation of a final grade in the course and the nature of final examinations, if any, would contain a first page of general information provided by the Registrar’s Office. This common first page would provide general information and refer students specifically to University regulations on academic offences including plagiarism.

**MOTION 11, 2**  
Buckley/Davies  
“That Senate approve the proposed revisions to the academic regulations on Examination, Standing and Promotion, as presented.”
11. **Report of the Academic Policy & Procedures Committee** (cont’d)

11.3. Revised Regulations (cont’d)

11.3.1. **Course Outlines and Plagiarism** (cont’d)

During discussion, members of Senate expressed concern that there is no way to ensure the regulation is followed. While not opposed to including information on University regulations on academic offences in course outlines, some members of Senate were uncomfortable with a first page provided by the Registrar. It was felt that such a page of information would go unread or would be seen as something mandated by the Registrar that relieves students of their responsibility to read the full regulations provided in the Undergraduate Calendar.

In response to questions and concerns, it was noted that the page would refer students to the Undergraduate Calendar and that the reference is intended to complement and reinforce the statement at the beginning of the Calendar encouraging students to comply with regulations. During further discussion, S. Strople explained that this recommendation arose as one of a number of initiatives to combat the perceived increase in the number academic offenses.

M. Jones suggested that Deans encourage faculty members to discuss academic regulations in class, indicating she felt this would be a more successful approach than simply giving students more pages to read.

Motion 11, 2 was **DEFEATED**.

11.3.2. **Proposed Reordering of Existing Calendar Regulations**

T. Buckley noted that the proposed re-ordering of regulations is purely editorial and does not alter the contents of the existing regulations.

**MOTION 11, 3**  
Buckley/Davies “That Senate approve the proposed reordering of academic regulations currently found in Section VI. F. titled Other Regulations, as follows:

1. MOVE existing F. 1. to Section VI. D. **Dropping Courses** as new v., and renumber the subsequent items

2. MOVE existing 2. to Section VIII. F. **Calculation of Grade Point Averages** and insert after paragraph 1.

3. MOVE existing 4. to Section VIII. G. **Standing and Promotion Requirements** and insert as new 1. b. after existing 1. a., and re-letter existing b. and c.”

**CARRIED**

11.4. **Examination Issues**

11.4.1. **Establishing the Length of Examinations**

T. Buckley noted that the Registrar’s Office has received some inquiries about the source of the University’s long-standing practices for final exams. TheRegistrars will be reporting back to the Academic Policy & Procedures Committee with a draft policy document.

11.4.2. **Rationale for Revising the Method by which Cumulative Grade Point Averages are Calculated**

This matter was referred to the Registrars for consideration of how the proposal could be aligned with our current assessment system. In addition, the Committee requested that the Registrars gather information on the current practices at other Canadian Universities.
11. **Report of the Academic Policy & Procedures Committee** (cont’d)

11.4. **Examination Issues** (cont’d)

11.4.3. **Enhanced Grade Information on UNB Transcript**

T. Buckley explained that the Registrars were looking for guidance from Senate on this matter before time and resources are invested to see if it is possible to include the additional information on the transcript using the Colleague Student Information System.

**MOTION 11.4** Buckley/Lindsay “That Senate approve, in principle, the inclusion of enhanced grade information on the UNB transcript, as presented, subject to changes to the Colleague Student Information System to support inclusion of this information on the transcript.”

In response to questions, T. Buckley clarified that student grades would be compared with those of other students in the same section of a course.

**CARRIED**

11.5. **Ability of Instructors to Access Class View of Student Photos**

T. Buckley indicated that he has received requests from some faculty members for access to student identification photographs in a class list format. He will prepare a proposal for the next meeting of the Academic Policy & Procedures Committee.

C. Hurley noted that faculty members do not have access to student photographs once students have completed a course. She mentioned that instructors may be asked to prepare letters of reference for students after they have completed a course and noted that it would be helpful to be able to have continued access to the student photographs to confirm identification for this purpose. T. Buckley indicated that the scope of such a change relative to privacy issues would require a separate discussion.

12. **Graduate Matters** (circulated by e-mail)

G. Davies reported on behalf of the School of Graduate Studies Executive Committee, referring to the material circulated by e-mail in advance of the meeting.

12.3. **New and Revised Graduate Courses**

**MOTION 12.1** Davies/Ryan “That Senate approve new graduate courses FOR 6286 and MBA 6137, changes in units for CHEM 6010, 6020, and 6030, and a change in title and description for GEOL 6181, as presented.”

In response to questions, G. Davies clarified that MBA 6137 is part of the MBA program on the Fredericton campus. It was suggested that future reports identify the campus of origin for graduate courses.

**CARRIED**

12.4. **Honorary Research Associates**

**MOTION 12.2** Davies/Mendelson “That Senate approve the appointment of Honorary Research Associates Dr. Glenn Arthur Benoy and Dr. Craig Proulx, as presented.”

**CARRIED**
12. **Graduate Matters** (cont’d)

12.5. **New Scholarships**

MOTION 12, 3            Davies/MacKinnon  “That Senate approve the new Dr. Michael Burt Graduate Scholarship in Biology, the new Tecolote Foundation Nurse Practitioner Scholarships and the new F.J. Toole Graduate Scholarship in Chemistry, as presented.”

CARRIED

R. Humphries asked why Saint John graduate students were not eligible for the F.J. Toole Graduate Scholarship in Chemistry. G. Davies noted that donors sometimes indicate a preference for one campus or the other and that normally the University honours the donor’s wishes.

13. **Report of the Senate Nominating Committee** (circulated with agenda)

K. Bonner presented the report of the Senate Nominating Committee, referring to the information circulated with the agenda. He noted one correction to the report. As the representative on the Review Committee for the President must be a Senator, Kate Frego is not eligible to serve. The Committee would like to amend its recommendation to recommend the appointment of Dean Deborah MacLatchy to the Search/Review Committee for President.

13.3. **Appointment to the Search/Review Committee for President**

13.4. **Appointment to the Committee of the Vice-President Research on Conflict of Interest, Disclosure of Financial Interests, and Integrity in Research and Scholarship**

MOTION 13, 1            Bonner/Wilson  “That Senate approve the appointment of Deborah MacLatchy, Dean of Science, Applied Science & Engineering, to the Search/Review Committee for President and to the Committee of the Vice-President Research on Conflict of Interest, Disclosure of Financial Interests, and Integrity in Research and Scholarship.”

CARRIED

14. **Report of the Academic Planning & Resources Committee** (circulated with agenda)

K. Hamer presented the report of the Academic Planning & Resources Committee, referring to the information circulated with the agenda. She noted that, in an effort to reduce the quantity of paper circulated to Senators, the Proposal Guidelines and the BSc Proposal were posted to the Website.

14.3. **Update on Curriculum Review Committee**

The Curriculum Review Committee has representation from each of the Faculties as follows: Mary Anne Campbell and Sarah Maier from the Faculty of Arts, Emin Civi and Cathie Hurley from the Faculty of Business, and Keith De’Bell and Robyn Humphries from the Faculty of Science, Applied Science & Engineering. The Committee met with K. Hamer on February 10 to review its mandate and consider information on degree requirements from other institutions.
14. **Report of the Academic Planning & Resources Committee** (cont’d)

14.4. **Revisions to Proposal Guidelines for New, Modified, Terminated and Articulated Academic Programs**

The guidelines have been updated in parallel with MPHEC requirements and revised to include Articulated Programs. As indicated in the report, a number of spelling corrections were suggested.

D. MacLatchy noted that the forms have sections for input from external organizations and universities. As MPHEC requests comments from other universities as part of its review process, she questioned the duplication. G. Davies noted that the intention is to encourage universities to sort out concerns before proposals are submitted to MPHEC. D. MacLatchy suggested that, for this process to be successful, universities would need to be consistent with regard to who comments on proposals on behalf of the institution.

**MOTION 14, 1**

Wilson/ MacKinnon  “That Senate approve the revisions to the Proposal Guidelines for New, Modified, Terminated and Articulated Academic Programs, as amended to include spelling corrections.”

CARRIED

14.5. **Proposed Revisions to the Bachelor of Information Sciences Degree Program**

In response to questions D. MacLatchy clarified that the proposal is for revision of the program offered on the Saint John campus and does not deal with off-shore delivery. C. Hurley noted that the program proposal includes a new course in statistics, STAT 2793, which has not yet been approved. This course will be discussed at the March 29 Senate meeting.

**MOTION 14, 2**

MacLatchy/Ryan  “That Senate approve the proposed revisions to the Bachelor of Information Sciences degree program, subject to approval of STAT 2793 and amended to include insertion of the following calendar text:

For insertion with ICS:

UNB Saint John also offers a Bachelor of Information Sciences (BISc). This program is interdisciplinary, with core courses in Business Administration, Economics, Computer Science, Mathematics and Statistics. The focus of the degree is on the collection, analysis and management of information encountered in other academic disciplines as well as in business, industry, government and other areas. Additional detail and program requirements can be found in this section of the Calendar under Bachelor of Information Sciences.

For insertion with the BISc:

UNB Saint John also offers a Bachelor of Arts with a Major in Information and Communication Studies. This interdisciplinary program explores the influences of communication technology, the media industries and information policy on society. Additional detail and program requirements can be found in this section of the Calendar under Bachelor of Arts, Information and Communication Studies.”

CARRIED

14.6. **Developing Sub-Groups of the Academic Planning & Resources Committee**

K. Hamer noted her intention to prepare a proposal for the next meeting of the Academic Planning & Resources Committee on developing sub-groups of AP&R to deal with specific issues.
15. **Update from the Registrar** (circulated with agenda)

T. Buckley updated Senators on Undergraduate Enrolment and on-going activities in the Registrar’s Office. The enrolment information included in the report provided a historical context for Enrolment in the Winter Term from 2001 to present. He noted that, typically, Winter Term enrolment is approximately 93% of Fall Term enrolment. This year, that translates to a drop of approximately 112 students.

In his comments regarding on-site admissions, T. Buckley indicated that graduating classes in the local school districts are decreasing in size by 6 to 10%. The number of students applying to UNB Saint John from these schools has decreased by a similar amount.

In response to questions, T. Buckley clarified that enrolment numbers are calculated based on MPHEC definitions and rounded to the nearest whole number.

Referring to the update on preparation of the 2006-2007 Timetable, T. Goud expressed disappointment at Senate’s decision to discontinue the Senate Timetable Committee. Senate approved the discontinuance of the Timetable Committee in September 2003.

16. **Presentation on Status of Student Retention (PowerPoint Presentation)**

T. Buckley gave a PowerPoint Presentation on the Status of Student Retention and plans for strategic enrolment management over the next three years. He noted that the research on student retention is preliminary at this point, and raises more questions than answers. A copy of the presentation is attached to the Official Copy of the Minutes in the Saint John Senate Office.

The presentation began with a review of the student life cycle. Recruitment is influenced by market forces such as demography, competition, and reputation. Retention depends on student engagement, academic performance, and quality non-academic services. In order to optimize the factors, the campus will need a strong recruitment strategy with a reasonable reach and will need to optimize integrated management while actively managing the student experience. Actions planned to address this situation include expansion of the on-site admissions program, development of a marketing plan and on-boarding protocols for transfer students, working to increase the number of articulation agreements, redesign of the orientation program to accommodate all groups, and more frequent, more personalized communication with students at all stages of the on-boarding process. In addition, in order to support the need for diversification, the campus has increased recruitment efforts in targeted markets including South America and the Middle East, British Columbia, Alberta, Newfoundland, and transfer student markets.

T. Buckley reminded members of Senate that, on the domestic side, most students who apply are accepted and register. There is little room to increase enrolment between application and registration. International student applications have peaked and are now decreasing.

The UNB Saint John Enrolment Profile indicates a high attrition rate and proportion of Year 1 students. Retention rates for Years 3 and 4 are good. Looking at Year 1 retention data for Adult Learners, High School Students, and Transfer Students, it appears that new student (high school student) retention is in decline. The Registrar provided information on retention by incoming high school average, noting that students with higher averages are more likely to return.

In response to questions, T. Buckley indicated that we often do not know students are planning to leave until they are no longer here, making an exit survey difficult. Advice suggests that the Campus work to gain insight into students’ intentions while they are still here and efforts are being made to accomplish this.

A. Wilson noted that some students leave university as a result of life circumstances. He suggested that the Campus increase its efforts to mitigate such circumstances and to make students aware of the services available. T. Buckley agreed, noting that students form relationships with faculty members and are more likely to confide in a professor. Faculty members need to be aware of campus services so that they can help students find the necessary support.
16. **Presentation on Status of Student Retention (PowerPoint Presentation)** (cont’d)

The Registrar reviewed standard key retention factors including classroom experience, personal situation, financial situation, service quality, program quality, match to program, academic ability, and maturity. He noted that, in addition to these factors, the Campus will need to identify aspects of the student experience that are unique to UNB Saint John. Referring to a survey of first-year students completed last fall, T. Buckley indicated that 75% of students indicated their intention to return, with the main challenges being food services, parking and academic challenge. The number of students not planning to return increases as the term moves forward.

Over the next year, UNB Saint John will need to complete a comprehensive enrolment/retention profile. Other goals include creating efficiencies in student service delivery, curriculum management, securing investment capital, and development of new markets and segments. Going forward the Campus must prepare to respond to the needs of the 25% of UNB Saint John’s incoming students who are transferring from another academic institution. At this time, a large percentage of our student population originates from School Districts 6 and 8. It is important to broaden the domestic market in spite of the challenges in recruiting in areas where tuition fees are lower.

Longer term targets for the campus include increasing international yield rates to 50%, increasing domestic yield rates to 70%, improving year 1 and 2 retention to achieve a target enrolment profile of 35% in year 1 and 24% in year 2, increase new registrants by 12% to 1150, and work toward a target campus enrolment of 3000 FTE.

T. Buckley noted that he will update Senate on the status of student retention as additional information becomes available.

During further discussion, members of Senate noted potential markets such as call centre employees and others who are already in the work force and may wish to build on their current level education to enhance their career. It was noted that a number of initiatives are being considered in this area and that the campus community will need to be supportive, open-minded, and expedient in its approach to these opportunities.

17. **Other Business**

S. Rinehart and L. Both mentioned possible items for discussion and/or notice of motion relating to the withdrawal date and the last day to add courses. These items were ruled out of order by the Chair as adjournment had already been called.

The meeting adjourned at 6:25 p.m.

Sarah DeVarenne
Secretary